APPROVED MINUTES

Adult Education Advisory Committee October 11, 2006 Utah State Office of Education Room 241 - 10:00 a.m. - 1:00 p.m.

Present: Agnes Chiao, Dave Chavez, (for James Andersen) Herb Clark, Jeff Galli, Kathleen Johnson, (replacing Suzette Hudson) Marty Kelly, Cindy Krueger, Hector Mendolia, Randy Merrill, Wayne Mifflin, Edie Mitko, Norman Nakamura, Paula Oakey, Russ Thelin, Nate Southerland and Carolyn Johnson (Secretary)

Excused: Nancy Birchell, Sandi Grant, Jared Haines, Marilyn Nunez, Shauna South, and Gary Wixom

Guest: Sue Myers

Welcome:

Paula welcomed everyone in attendance, recognized those excused, and proceeded with reading of the minutes.

Approval of Minutes:

The minutes of **September 13, 2006** were reviewed, Nate Southerland made a motion to approve them as corrected, Wayne Mifflin seconded the motion, and the motion passed.

Introductions:

Paula invited the new members in attendance to introduce themselves to the Advisory Committee.

Agnes Chiao introduced herself as Community Impact Manager at United Way of Salt Lake, and explained she works with various groups and oversees a variety of initiatives in an effort to create community change and economic stability.

Kathleen Johnson said she is a Partner Relations Program Specialist, and will be working with the partners in different programs. She will provide documentation between the agencies and DWS. Kathleen has been with the DWS agency for 24 years. She also works with the *Choose to Work Program*.

Randy Merrill said he was a former high school principal and is now serving as the Superintendent of Provo School District

PUBLIC RELATIONS

a. Letter to Board – review of final draft and discussion – Paula

Paula disseminated a copy of the letter to the Board for the committee to review, and Marty explained the routing and activity that took place once it was delivered to the administration at the State Office. The Board Members each received a copy of the letter as it was approved by the Board Secretary and the Associate Superintendent. However, due to the letter being delivered to the administration prior to Mary's review and approval, it delayed Marty and Paula getting on the November Board agenda. Marty is hoping once Mary approves the letter, and proper protocol is in place, they will be placed on the December Board agenda.

b. Postage funds – Paula

Due to the Advisory Committee's decision at the last meeting (as confirmed in the minutes) it was decided that any official communication the Advisory Committee felt necessary to be sent out, they would submit the documents as final drafts to the State Board for them to disseminate. Therefore, postage would not be necessary at this time.

c. Preparing for November 8th Meeting

Paula inquired what preparations should be in place for the November 8th Directors' Meeting and after some brief discussion there were a few suggestions and assignments made.

- The first item would be that the Advisory Committee would be introduced during lunch.
- Paula will be prepared to talk about accomplishments of the committee, and what they are doing for the State Office.
- Nate will talk about the PSAs
- Nate will explain the importance of advisory committees and why the advisory committee survey was initiated.
- Paula will talk about the Board Letter (Will have copies for everyone).
- Paula will talk about the goals set by the committee with their agenda items, and goals/activities they are focusing on this year.
- Paula will talk about developing ongoing communication with the Board to ensure the committee is receiving information pertinent to adult education.

Carolyn will be responsible for sending out a reminder to committee members reminding them of the Directors/Coordinators' meeting prior to November 8, 2006. The meeting will be at the Utah State Office of Education in the North and South Board Rooms from 9:00 a.m. to 3:00 p.m. Lunch is scheduled for 12:00 p.m. at which time the Adult Education Advisory Committee is scheduled for introductions and a brief presentation. Carolyn will be requesting RSVPs for a lunch count prior to November 8th.

d. UAACCE workshop request for input – Sue Myers for James Andersen

Sue explained she was looking for topics for the leadership section of the upcoming conference and wanted the advisory committee's input.

At Paula's request, Agnes named four community priorities at United Way (that might fit in with Sues' request) which were: Increasing Financial Stabilities, Building Life Skills, Child and Youth Development, and Opening Doors to Education. In addition to what Agnes offered, Nate prepared a list taken from the committee's comments that are listed below:

- 1. Teaching adult education educators how to refer clients to various community services particularly DWS and Vocational Rehabilitation.
- 2. New changes in the Department Workforce Services Policies regarding Educational Support
- 3. Citizenship and Naturalization Issues.
- 4. Help Vocational Rehabilitation to assist adult education students access services for people with disabilities.
- 5. Training for elementary school teachers and principals on how to refer potential students to adult education programs.
- 6. Training adult education directors and coordinators on how to reach out to elementary, middle and high schools to build bridges for adult education (Jordan's programs and others were highlighted.)
- 7. Examples of great community partnerships, (highlight programs like Hector's) how to form community partnerships.

- 8. Building an effective advisory committee.
- 9. Workshop focusing on parents as first teachers, bringing parents up to speed educationally include the Governor's commission on Literacy.

A request was made for an additional item to be added to the list regarding adult education licensing and a response was made that this was a State Office issue not an UAACCE issue.

PUBLIC RELATIONS

a. PSA – progress report – Nate Southerland

Nate reported he sent the PSA masters to the six public broadcast stations in Salt Lake with a letter explaining each master had three segments on adult education. He said the letter briefly listed the ways adult education serves adults, expressed his appreciation for airing the PSAs, encouraged the station to air the PSAs immediately and indicated they could run through 2007-2008.

Nate said the PSAs are aired the stations as "fillers" and so it couldn't be determined when they would run, but encouraged the members to watch for them and listen for any feedback regarding them. Nate requested Carolyn to start logging any phone calls as a result of the PSAs. (She will track them as well as alert Carol and Gail to also do the same.)

Legislative Update – Jeff Galli

Jeff shared some funding history and activity of amended legislative statutes for the Department of Corrections prior to 1987 up to the present. He indicated since 1992 the State Office and Higher Education have been responsible to ensure offender education programs affect positive outcome for offenders in such a way they are less likely to re-offend and return to prison. Jeff explained that law now sunsets June 2007 and he and Gary Wixom have been asked to make a presentation to the Education Interim Committee Wednesday, October 18th to request reauthorization.

Jeff said they are taking a "common sense" approach to this; if education is valuable to anyone "why would it be less to an offender." There is documentation showing there is a huge return to the community for educating offenders. The model is holistic and if Corrections do not do their part in terms of dealing with various addictions, (alcohol, drugs, sex, etc.) then training people to be carpenters, mechanics, etc. won't be helpful because offenders will re-offend, and it won't have anything to do with how good the education program is.

Jeff welcomed anyone to be attend the Education Interim Committee Meeting on October 18, and indicated they would be last on the agenda. He expressed his concern that as Corrections continues to grow the state clearly has to step up and take some responsibility. This is the cost of doing business, if you lock people up you need more tools to reach more people. He said from the post-secondary perspective on any given day, we can only reach ten percent of the people locked up, and over 80 to 90 percent are left without opportunities to participate.

The Interim Meeting is at the Capitol, Room 135 in the West Building. In answer to a question of what would happen if reauthorization was denied, Jeff said funding would cease.

LOCAL PROGRAM ADVISORY COMMITTEE SURVEY

a. Update on implementing the survey – Nate Southerland

Nate indicated he had received only 16 responses and read back to the committee the individuals/districts that had completed the surveys. He indicated he would be sending out the third reminder Friday afternoon. Nate indicated he would be summarizing the surveys and sending them on

to Marty. She reminded Nate that the people who had not yet completed the survey and were attending the Coordinators/Directors' meeting should have copies in their packets to complete.

OPEN PATHWAYS – Updates from DWS and Vocational Rehabilitation – Russ Thelin a. Learn-a-Test update – Nate and Russ

Russ explained that Learn-A-Test website had been taken to various meetings as he was seeking feedback to determine its value. There was not a lot of feedback, but the Voc. Rehab. Counselors saw it as a real value for the clients they worked with and thought it would be helpful. There were just two concerns, one being whether or not it was accessible through libraries, school districts or adult education, and the other that is was cumbersome. (A few people found it difficult to getting on to.) Otherwise it had potential to be a great tool.

Nate said he had contacted a representative and received a quote for a statewide license, and the statewide library is also exploring the possibility. When asked how much the quote was, he indicated he would have to check on it. Part of the question/quote deals with a full list of tests that includes approximately 330 different tests to take, and the licensing fees vary based on how many you gain access to. There are a number of 4th to 12th grade core curriculum tests that may not be licensed but Nate is hoping to move it forward within the current Pioneer Library budget. Nate has a list of all the sites that are currently licensed and will get it to Russ. Russ indicated he would make a real strong recommendation to pursue this.

Russ indicated last month when talking about collaboration, the Mighty and Minnie Mouse committees, and WEEDA and WIA, someone had talked to him about making connection to one of the subcommittees but was unable to. Russ indicated he had talked to the Chair about making reconnection.

CELEBRATING ADULT EDUCATION

a. Template discussion and review - Paula

Paula reviewed that at the last meeting the committee had talked about how a template would help make it easier for programs to write and submit success stories. Nate indicated he was going to work on a template had not done so. Cindy indicated she had liked the arrangement of pictures at Horizonte and whatever question/answer format that went along with them. Comment was also made that Granite Peaks had nice picture arrangements accompanied with a few questions/answers illustrating adult education also. (Eva Kendrick)

The question was brought up as to whether or not these ideas would be something for the committee to work on at the December meeting. Nate questioned if he had a form for the template set up would it be possible to have it incorporated onto the Adult Education website to which Marty answered yes.

Paula asked about the method of collecting the stories and any pictures, and Marty indicated she is keeping everything in a closet where they can be accessed any time for however they need to be used. The template can be worked on during the December meeting,

OTHER BUSINESS

a. Membership open positions

Marty had received a note from Marilyn Segall from the University of Utah that she was interested in serving on the committee. Paula had checked the opened positions to determine which one Marilyn could be considered for. There was some discussion as to reshuffling due to terms expiring. However, Marty suggested a letter should be written to Marilyn Segall by Paula as Chair, requesting an introduction of herself as to why she would be interested in serving, a request of a biography, and an

explanation to Marilyn that her name and biography would need to be submitted for consideration. Paula said she will send her a letter reaffirming what Marty had suggested.

Marty went on to remind the rest of the members with <u>retirement dates of 2006</u> to be sure and submit a letter of interest indicating they desired to serve for another term to Carolyn by October 20th. (Paula offered to send a "reminder" letter to those members not in attendance of the same information.) James Andersen's position should be rotated out with another urban Adult Director's position and Marty indicated that should be voted on at the Directors' meeting in November.

Clarification on committee retirement dates was made for the following names:

- Cindy Krueger's date should be 2007
- Nancy Birchell's date should be 2007
- Randy Merrills's date should be 2008

Requests for short biographies were requested from the new members, **Agnes, Kathleen, Russ, and Randy.**

Edie asked if the position for the Family Center or PTA could be either/or and after brief discussion it was determined it could be "either/or." Edie offered to call Barbara Smith for a referral to fill the PTA position.

ADJOURN

Paula reminded everyone that the committee would meet at the Directors/Coordinators' Meeting November 8, 2006 as their Advisory Meeting just prior to Noon. (Carolyn will send an email to remind the committee.) The next meeting is scheduled for <u>December 13, 2006</u> at 10 AM at the State Office of Education. The meeting adjourned.